

State of Montana  
**BOARD OF REALTY REGULATION**  
**301 S PARK 4<sup>TH</sup> FLOOR, PO BOX 200513**  
**HELENA MT 59620-0513**  
**406-444-2961**  
E-mail: [realestate@mt.gov](mailto:realestate@mt.gov)

**PROPERTY MANAGER RENEWAL APPLICATION**  
**Renewal Fee: \$75.00**

The Board staff is here to assist you, however, as a licensee it is your responsibility to complete your renewal application in its entirety and return it by the specific deadlines. **Incomplete renewals will be returned and considered not received.**

**INSTRUCTIONS:**

You can renew on-line at [realestate.mt.gov](http://realestate.mt.gov) \*\*\*\***SAVE YOUR CONFIRMATION NUMBER**\*\*\*\*

1. On-line renewal is available by e-check or credit card. Mail in fees are payable by check or money order. **DO NOT SEND CASH.** Make your check payable to: **Board of Realty Regulation.**
2. Failure to renew prior to January 1, 2006 will result in your property manager license lapsing.
3. Complete the renewal form. Complete the education reporting form. You must complete this form to renew your license. **Original licenses issued in this year do not need to comply with continuing education for this renewal year only.**
4. Answer the disciplinary question at the bottom of the form.
5. Address changes must have written notification included, and an **additional \$45.00** is required.
6. If you fail to renew by December 31<sup>st</sup> deadline, you may late renew by completing the same procedure and paying the additional late fee of \$200.00 until February 14, 2006. **The late fee is non-refundable and non-waivable.**
7. Encourage your office to send all application in before December 1, 2005 to ensure adequate processing time.

PLEASE FILL OUT PERSONALLY-TYPE OR PRINT

Business Name: \_\_\_\_\_ Phone No: \_\_\_\_\_

Address: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone No: \_\_\_\_\_

Trust Account # \_\_\_\_\_ Name of Bank: \_\_\_\_\_

**\*\*NOTICE\*\*YOU MUST ANSWER THE FOLLOWING QUESTION:**

**YES\_\_ NO\_\_** Have any legal or disciplinary actions been instituted against you since you last renewed your license? If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec. 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation.

**MILITARY EXEMPTION:** Section 37-1-138 MCA, provides for the suspension of collection of license fees, the suspension of continuing education requirements, and the suspension of certain disciplinary actions for persons in military service who affirmatively request that their license be placed in inactive status. Therefore, upon receipt of verification of active military service and submission of this completed form, the Board will place such a person's license on inactive status.

I certify that I have read this application and the above information is true and correct, and I have complied with all license requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\***DEADLINE-DECEMBER 31, 2005**\*\*\*

**TURN PAGE OVER FOR EDUCATION REPORTING FORM**

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**EDUCATION REPORTING FORM**

**IMPORTANT!** YOU MUST COMPLETE YOUR 2005 CONTINUING EDUCATION REPORTING FORM. YOU WILL NOT BE ALLOWED TO RENEW YOUR LICENSE WITHOUT REPORTING YOUR CONTINUING EDUCATION EVEN IF YOU ARE ON INACTIVE STATUS YOU MUST COMPLETE AND REPORT YOUR CONTINUING EDUCATION. DO NOT SEND YOUR COURSE COMPLETION CERTIFICATES. YOU MAY BE REQUESTED TO DO SO THROUGH THE AUDIT PROCESS AT A LATER DATE.

The Board staff is here to assist you, however, as a licensee it is your responsibility to properly file your continuing education reporting form. **All applicable renewal fees apply when filing your renewal form.**

**INSTRUCTIONS**

**You can file online at [realestate.mt.gov](http://realestate.mt.gov)**

1. Complete the education reporting form in its entirety. **Incomplete forms will be returned and considered not received.**
2. Education reporting forms are due to the Board of Realty Regulation office by December 31, 2005.
3. Failure to return the reporting form prior to January 1, 2006, will require the payment of \$200.00 late filing fee. **The late fee is non-refundable and cannot be waived.**
4. Education reporting forms will not be accepted after February 14, 2006.
5. Failure to return the completed education reporting form by February 14, 2006, is unprofessional conduct as stated in ARM 8.58.415A and ARM 8.58.419, and will result in disciplinary action by the board.

**PLEASE FILL OUT PERSONALLY - TYPE OR PRINT**

1. Enter the number of approved mandatory real estate CE hours attended in 2005 (at least 4 hours): \_\_\_\_\_
2. Enter the number of approved elective real estate CE hours attended in 2005. \_\_\_\_\_
3. Enter the total number of carry-over reported for last year (refer to your copy of last year's form)  
The **Board staff cannot supply this information** to you): \_\_\_\_\_
4. Total lines 1, 2 and 3: \_\_\_\_\_
5. Subtract 12 hours needed to satisfy this year's requirement: \_\_\_\_\_  
-12
6. Enter remainder on this line. This represents your carry-over to next year. These hours  
automatically convert to elective hours. (Cannot exceed 6 hours): \_\_\_\_\_

**NAME AND ADDRESS OF AGENCY (if inactive, provide home information)**

AGENCY PHONE NO. \_\_\_\_\_ AGENCY FAX NO. \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ HOME PHONE NO. \_\_\_\_\_

I swear that the information given herein is true: Licensee Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* DEADLINE DECEMBER 31, 2005 \*\*\*

**TURN PAGE OVER FOR RENEWAL FORM**